

# Quarterpath Trace



## Homeowners

## Guide

Approved and published by the Board of Directors  
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This document is intended to be a homeowner guide, which -you should keep close at hand for quick reference. If you sell your townhome, please pass this along to the new owner. Additional information may be found in the "By-Laws" and "Declaration of Covenants, Conditions & Restrictions" - or you may ask Quarterpath Trace property manager or any of the Board member for their assistance. Nothing in this document is intended to supersede the contents of our "By-laws" and "Declaration of Covenants, Conditions & Restrictions."

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## **WELCOME TO QUARTERPATH TRACE**

We hope this Guide will help our homeowners better understand living in this community. There are 50 homes here, placed in close proximity to one another. Consideration for neighbors, cooperation and old-fashioned good manners are essential if we are all to enjoy the Quarterpath Trace Community.

On these pages we have tried to provide essentials of the rules and regulations concerning our partnership in Quarterpath Trace. In becoming homeowners we understood "our property" was limited to our living unit plus the amount of ground immediately adjacent to our homes - and as a membership association, certain rules and regulations are applied to each member.

We recommend that you should have in your possession a copy of the "By-Laws" and "Declaration of Covenants, Conditions & Restrictions" of Quarterpath Trace. If, for some reason, you do not have copies of these documents you may request them from our Manager.

## **ANNUAL MEETINGS**

The Annual Meeting is held in June each year, at which time a summary of the year's activities is given to the homeowners. The Board of Directors, for the coming year, is nominated and elected. All homeowners are encouraged to attend and vote. A written notification of the date, time, and location is sent to each homeowner at least fifteen (15) days in advance of the meeting, with notification of any business to be transacted and a proxy to be returned to the Manager, if you cannot attend.

## **ARCHITECTURAL CONTROL**

To make any change whatsoever to the exterior of your home or landscaping, such change must be in writing and receive prior approval of the Board of Directors. This requirement helps to maintain architectural consistency and structural integrity. The homeowner should allow for thirty (30) days and present the request in writing, along with a drawing and pictures of the proposed change to Lambeth property manager. Approval must be received from the Association before any work is begun.

Satellite dishes 18" and under may be installed provided a written request is submitted.

The following guidelines must be observed:

- 1) The placement of the antenna will be on the back of the unit, not visible from the street.
- 2) The antenna is on homeowner property, not common area. NOTE: If installed on the roof, the homeowner becomes responsible for leaks or repairs for that section of roofing.

## **ASSOCIATION DUES AND FEES**

The fiscal year of the Association is the same as the calendar year. Association dues are based on the operating needs of the Association and an assessment of the funds needed for capital reserves. A proposed budget is prepared in the fall of each calendar year and association dues are set to cover anticipated operating expenses and capital reserves for long term major expenses such as painting, paving, roofing, major landscaping, grounds improvement, damage, etc.

**The Board can increase dues as much as 10% per year without a vote of residents.** If an increase of more than 10% is needed, it must be approved by a special vote of the Homeowners. Any special assessments for some specific project or emergency must also be approved by a special vote of the Homeowners. Notice of these meetings is mailed to each homeowner at least fifteen (15) days in advance of the meeting.

## **ASSOCIATION MANAGER**

Quarterpath Trace is managed by Lambeth Management & Realty. The contact person is the Lambeth Property Manager who can be contacted during regular business hours. You can contact them at (336)288-4944, the website [lambethmanagement.com](http://lambethmanagement.com) or P.O. Box 8071, Greensboro, NC 27419.

Your Manager, who reports to the Board of Directors, supervises day-to-day operations. He/she is responsible for supervising day-to-day operations, including: exterior painting, exterior repairs, driveway and sidewalk maintenance, yard work, landscape management, limited snow removal, and other continuing maintenance of common area matters. When you feel your townhome or the Association grounds need exterior repair or maintenance you should call the manager. The manager has the authority to make the repairs in many cases or refer you to an appropriate person/company, if the responsibility is yours.

## **BOARD OF DIRECTORS**

A five (5) member Board of Directors elected by the homeowners governs the Association. Directors serve two-year terms, which are staggered to achieve continuity. At least two (2) directors are elected each year from candidates nominated at the Association's Annual Meeting. A nominating committee is appointed to enlist and propose a slate of nominees at the Association's annual meeting -- nominations can also be made from the floor. The Board of Directors as a whole may serve as the nominating committee. Any member of the Association whose dues are fully paid is welcome to be nominated and elected to the Board at the Annual Meeting. The Board selects the officers from the membership of the board.

Directors are your neighbors, volunteering their time, energy, and expertise to maintain and improve our neighborhood. They deal with exterior and Common Area concerns, not concerns within the walls of townhomes. Directors are advised by our attorney not to get involved with personal, family, or neighbor issues. Individual townhome owners must deal with their own personal, family, or neighbor issues just as they would in a separate dwelling neighborhood.

In the event of death, resignation or removal of a Director, his or her successor will be selected by remaining members of the Board and will serve the unexpired term of his/her predecessor.

## **BOARD MEETINGS**

The Board of Directors meets regularly (usually bi-monthly) with the Manager to conduct the affairs of the Association. Notice and time of the meetings is posted on the bulletin board at the mailboxes. If you have questions, requests or concerns you would like to present to the Board, feel free to contact any board member. Meetings are open and residents are encouraged to attend. If you wish to present your views personally at a Board meeting, contact the property manager or the Board Chairman to ask to be placed on the agenda.

## **CHILDREN AND GUESTS**

We urge you to discuss with each person living in your townhome the responsibilities we all share while living as a community. Children and guests need to understand that in a community such as this where we all live in very close proximity, that a healthy respect for neighbors and their property is essential. Toys and play equipment should be kept in your premises when not in use. If left out, these may be removed by the Association as they impede mowing and maintenance or raise the possibility of liability for injury.

## **COMMON AREA MAINTENANCE**

The Association is responsible for the lawns, trees and other services on the Common Area. If you have concerns about the grass, trees, shrubs, mowing, pruning, weeding, or snow removal on the Common Area, please contact the Manager.

## **INSURANCE**

The Association purchases and maintains insurance coverage for benefit of the Association. The Association maintains adequate liability insurance covering the Association, its directors, officers, agents and employees and hazard insurance on the real and personal property owned by the Association. The premiums are paid for by the Association and included in the monthly homeowners' dues. The payment of the deductible on the master insurance policy carried by the Association is the responsibility of the Association.

Each Homeowner must maintain a North Carolina Standard Fire and Extended Coverage insurance policy in an amount sufficient to repair or replace the living unit in case of damage. This ensures the homeowner has coverage for damage caused by windstorm, hail, explosion, riot, riot attending a strike, civil commotion, aircraft, vehicle and or smoke, as defined and explained in the North Carolina standard fire and extended coverage in the event of maintenance, repair or replacement caused through the willful or negligent act of the owner, his/her family or guests, as defined and explained in the North Carolina standard fire and extended coverage in insurance policies.

Homeowners need a **North Carolina H03 policy**. Homeowners will be responsible for the deductible on all individual insurance policies .

## **MAILBOXES**

Any problem regarding mailboxes or keys should be referred to the Jamestown Post Office at (336) 454-2124.

## **NOISE**

Since the homeowners at Quarterpath Trace do live in such close proximity, it is requested that you take special care of noise levels in and around your unit - such as dogs barking, loud stereos, radios and/or televisions, loud talking (especially early in the morning and after sundown), etc.

## **ORGANIZATION**

The owners of our townhomes are organized into a corporation known as *Quarterpath Trace Association*. When you purchase at Quarterpath Trace, you become a member of this Community. Potential buyers are urged to study the Quarterpath Trace "ByLaws" and "Declaration of Covenants, Conditions & Restrictions." and this Guide; it is recommended you carefully inspect the exterior of the townhomes, walk our property, and talk to several Quarterpath Trace homeowners before purchasing a townhome.

## **OUTDOOR RECREATION**

We all recognize that space for outdoor recreation at Quarterpath Trace is limited, thus, residents and their children or visitors must learn to adapt their activities to the nature of the environment. We simply do not have room for skate boarding, roller skating, bicycling, baseball, Frisbee, tennis, football, basketball or the throwing of airborne objects near our parking areas.

## **PAINTING**

The Association paints the door trim and other paintable surfaces of our townhomes usually every four (4) years on a rotating basis. The Association pressure washes vinyl siding on an appropriate schedule--usually every two (2) years. Homeowners will be notified if repairs are needed resulting from negligence or abuse which will be charged to the homeowner. Paint used by the Association is high quality latex based exterior paint. The Association approves colors including front doors, shutters, trim, and garage doors.

## **PARKING**

Parking areas at Quarterpath Trace for townhomes located 200 - 212 Quarterpath Lane and 303 - 305 Quarterpath Lane are on Common Area owned and maintained by the Association. Each home is entitled to the use of two (2) automobile parking spaces, which will be as near and convenient to his/her unit as reasonably possible.

Homeowners are not allowed to use "Visitor" spaces for parking their vehicles.

Homeowners in the remaining townhomes have garages and driveways and should park all vehicles in their driveway. Please be considerate of those homeowners with limited parking and do not use their spaces.

Parking on the street should be infrequent and limited to guests. At no time should a homeowner obstruct driveways, or streets, if parking on the street is necessary for a short period.

Trailers, motor homes, campers, boats, jet skis, large trucks, commercial vehicles (other than unmarked vehicles used for commercial purposes) and unlicensed or inoperable motor vehicles are prohibited. The Association has defined commercial vehicles as any vehicle used for commercial purposes and displaying racks, toolboxes, piping, ladders and/or work materials.

## **PAYMENT OF DUES**

Homeowners are notified thirty (30) days in advance of payment of any change in the monthly dues. Dues are payable on the first day of each month. You may prepay for any period you desire. The Association provides Coupon Books for payment of your dues. Automatic deduction of dues from your checking account is available by contacting the Manager to complete the necessary paperwork.

Past due notices are sent on or around the 15th of each month for accounts in arrears. A late fee of \$10.00 is added to all delinquent accounts at the end of the month in which payment is not received. All Association fees, interest, and legal fees involved in late payments are borne by the delinquent homeowner. We work with an attorney on collection of past due accounts of more than sixty (60) days. All collection fees are assessed to the Homeowner. Failure to pay the Association Dues results in loss of all Association privileges and eventually to foreclosure of the property.

AGAIN, AUTOMATIC BANK DRAFT CAN BE ARRANGED THROUGH LAMBETH MANAGEMENT & REALTY, BY CALLING THEM AT 288-4944 OR SUBMITTING PAPERWORK ON THE WEBSITE: [www.lambethmanagement.com](http://www.lambethmanagement.com).

## **PERSONAL PROPERTY**

Personal property, bicycles, toys, grills, etc., may not be left or stored on the Common Areas. It may prove dangerous to others, slow our ground maintenance efforts, or be considered unattractive by neighbors. If your personal property is left there, the Association will remove it. If the Association pays for personal property removal, you will be billed.

## **PEST CONTROL**

The Association carries termite coverage on the EXTERIOR of buildings. This contract is through Terminix Co., Termite and Pest Control. The fences are not covered, but the buildings have been treated according to contract. You may report suspected termites to Lambeth Management at (336) 288-4944.

All interior pest problems are the responsibility of the homeowner. You can receive a discount from Terminix for your interior pest prevention because of the large exterior contract. Any exterior pest problems are the responsibility of the Association.

As an additional note, you should periodically check your premises to ensure that mulch is not touching the wood surfaces outside your home. Pine needles and other mulch touching the wood have caused some incidence of termites. Since our exterior surfaces (fences and siding) on some of our townhomes are wood, this is an important contribution you can make to preserve exterior surfaces.

## **PLACARDS AND SIGNS**

Placards and signs are not allowed to be attached or adhered to the exterior of homes or windows (such as political signs or "For Sale" signs, etc.). Security signs may be placed adjacent to your unit, in the ground, NOT affixed to brick or wood.

You or a realtor may place one "FOR SALE" sign adjacent to your unit or in the ground. One owner or realtor "FOR SALE" sign can be placed at the entrance to Quarterpath Trace on East Fork Road. If an Open House is being conducted, a sign can be placed at the entrance 24 hours prior to the event. It MUST, however, be removed at the conclusion of the Open House.

If you decide to sell your townhome, you may wish to pass around a notice to other homeowners or post a notice on the bulletin board at the mailboxes, current homeowners may know of someone desiring to locate to Quarterpath Trace.

## **PLUMBING PROBLEMS**

If there is a plumbing problem in which the location of the difficulty cannot be determined, it is the responsibility of the homeowner to initiate repairs. If the source of the problem is within or under the townhouse, the homeowner will be responsible for the repairs. If the homeowner's plumber determines that the source of the problem is in the Common Area the homeowner should notify the Manager immediately.

If there is a plumbing problem in which none of the individual facilities (commodes and faucets) are functional, please contact the Town of Jamestown at (336) 454-1138 whose technician can determine if the source of the problem is the town's line in the Common Area. Also notify Lambeth Management that the town has been contacted. If the source of the problem is within or under the townhouse and only individual facilities are not functional, the homeowner will be responsible for the repairs.

## **PETS**

Pets are welcome at Quarterpath Trace and we have many avid pet lovers here, but we ask that



you make sure you look after your own pets. This way, we keep our lawns habitable for those of us who walk and play in Quarterpath Trace. You are also asked to clean up after dogs that may happen to do their "business" anywhere in Quarterpath Trace.

We ask that you walk your dogs on a leash attached to you. Lead them first to the outer areas - away from the townhomes and general common areas. This allows them to defecate and urinate away from where people would be walking or playing. Animal waste is a real problem for our mowers as well as for our homeowners - so we request that you carefully abide by these rules.

If your dog is a "barker" (especially early in the morning and later in the evening- when, perhaps you take him/her out in the back yard) we ask that you stay with the pet, then take him/her back inside - as continued barking is an irritant to neighbors.

## **PROPERTY CLOSINGS**

Please make sure you have the closing attorney contact Lambeth Management at (336) 288 4944, prior to closing, to discuss any fees owed, and update our records so that we can welcome new homeowners. If you did not receive guidelines or By-laws through closing, please contact Lambeth Management or visit the Quarterpath Trace web page at [www.lambethmanagement.com](http://www.lambethmanagement.com)

## **RESIDENTIAL LANDSCAPING**

The Association is responsible for all shrubbery and provides year round weeding, pine needle mulching as needed, as well as regular pruning on a pre-determined schedule. Please do not discuss landscaping issues with the employees of the company contracted for lawn maintenance service. They have a job to do in a designated period of time and the issue may need to be addressed for all the homeowners. You should contact a member of the Board of Directors or Lambeth Management to discuss any landscaping issues.

You are permitted to plant bulbs or annual plants immediately adjacent to your home. You must obtain permission from the Association by contacting the property manager before making any other landscaping change.

All changes must not interfere with normal lawn maintenance and you will be responsible for maintaining the areas changed. Anything you plant in the Common Area becomes the property of the Association as soon as it is planted, and it may be removed by the Association at any time.

## **SNOW REMOVAL**

The Association contracts for snow removal on sidewalks at units 200 - 212 and 303 -305 Quarterpath Lane and the Mailbox area only. This is scheduled as early as possible on snowy days to accommodate the residents. Snow removal from individual driveways/sidewalks may be provide by the contracted company at the expense of the owner.

## **SPEED LIMIT IN QUARTERPATH TRACE**

Twenty-five (25) Miles Per Hour PLEASE!

## **STREET LIGHTS**

When a lamplight near your unit is out, contact Duke Power by phone or via their website for street light repair [www.duke-energy.com/customer-service/request-light-repair](http://www.duke-energy.com/customer-service/request-light-repair).

## **SOME RESTRICTIONS**

All homeowners must understand that the “By-Laws” and Declaration of Covenants, Conditions & Restrictions” of the Association place certain restrictions on making changes to the exterior of the townhomes and on use of the Common Area. These restrictions are necessary to maintain the good appearance, property values, and pleasant lifestyle within our neighborhood at a minimum cost and concern.

## **TRASH PICK UP**

The Town of Jamestown furnishes regular trash pickup and provides a schedule of the service that may be obtained by calling the town of Jamestown at (336) 454-1138.

**PLEASE do not place garbage on the street overnight. Crows and varmints attack the bags!**

Recycling must be in a town provided receptacle and on the curb by 7 a.m. every Monday for pickup. If you are not sure what can be recycled, please do not guess! Call the town at (336) 454-1138 or visit the town website: [www.Jamestown-nc.us](http://www.Jamestown-nc.us).

## **WHAT THE ASSOCIATION MAINTAINS**

Any needed repairs should be reported to Lambeth Management at (336) 288-4944 or via the website: [www.lambethmanagement.com](http://www.lambethmanagement.com).

For information on what you maintain vs what the HOA maintains, please see the “Maintenance Responsibilities List” attached at the end of the handbook or available on the Quarterpath Trace web page at [www.lambethmanagement.com](http://www.lambethmanagement.com).

## **WHAT THE ASSOCIATION OWNS**

As a member of the Association, you also own through the Association with the other homeowners, all the common property owned by the Association. This includes the shrubbery, the Common Area lawn, trees, signage, sidewalks, mailbox housing, etc. The areas, we own in common, are called the Common Areas.

## **WHAT YOU OWN**

As an individual home owner, you own the townhome and including, from the exterior walls of your townhome inward, the interior space and contents and the land underneath your townhome. Some people believe they own their living unit plus the amount of ground immediately adjacent to the home and the shrubbery directly adjacent to their townhome. This is not true in every case. Refer to your plot plan and deed, if questions or concerns arise.

## **YARD SALES**

Individuals are not permitted to have Yard Sales without prior approval by the Board.

**Quarterpath Trace Maintenance Responsibilities List**  
**Maintenance Responsibilities List**

#	Homeowner	Association	Item	Revised: February, 2019
1	X		additions/improvements to homes	
2	X		air conditioning and heating equipment	
3		X	common areas at mailboxes, gazebo, around retention pond, etc.	
4	X		decks-handrails, supports, steps - excluding handrails by sidewalks	
5	X		door bells	
6		X	driveways - excluding cracks	
7	X		electrical outlets	
8		X	exterior building surfaces	
9	X		exterior door hardware	
10	X		exterior doors	
11	X		exterior front & back house lights	
12		X	exterior siding & trim- repair and power washing	
13	X		fixtures to provide water, light, power, telephone	
14	X		garage door operation/openers	
15		X	garage doors - painting of original wooden doors	
16	X		glass surfaces (storm doors, windows, and front door sidelights)	
17		X	grounds - lawns, common areas	
18		X	gutters & downspouts repair/replacement of 4" originals	
19		X	handrails by sidewalks at 200 -212 Quarterpath Lane	
20		X	house numbers attached to houses	
21	X		individual sewer line (from clean out to home)	
22	X		interior repairs as a result of a roof leak or water penetration	
23	X		locks on doors	
24		X	mailboxes kiosk, (USPS responsible for boxes)	
25	X		maintenance, repairs or replacement caused through the willful negligence of the owner, family, guests or invitees or caused by fire, lighting, windstorm, hail, explosion, riot, strike, civil commotion, aircraft, vehicles or smoke	
26		X	meters	
27		X	on street parking including paving/stripping/numbering at 200-212, 300-305 Quarterpath Lane	
28		X	painting of exterior doors & wooden trim on regular painting schedule	
29	X		patios	
30	X		roof power ventilators	
31		X	roofs- replace and repair	
32	X		screen doors	
33		X	shutters - paint and repair	
34		X	sidewalks- repair and replace	
35		X	skylights (installed during original construction)	
36		X	steps/stoops leading to entrances	
37	X		storm doors	
38		X	street lights - Duke Energy	
39		X	streets are the responsibility of the Town of Jamestown	
40	X		subsurface leakage into crawlspace	
41		X	trees, shrubs, and grass	
42	X		utility lines, fixtures and /or connections required to provide light, power , telephone, sewage /sanitary service to lot	
43	X		water lines from meter to house	
44		X	water lines to the individual meters	
45	X		water spigots	
46	X		window or door screens	

**Items in yellow are listed in the Declaration of Covenant**